

*SUBDIVISION RULES AND REGULATIONS*

*LEE PLANNING BOARD*

**FORM A-1  
CHECKLIST FOR SUBMISSION OF  
PLAN BELIEVED TO NOT REQUIRE APPROVAL  
UNDER THE SUBDIVISION CONTROL LAW  
("ANR PLAN")**

*For Use by Planning Board in determining completeness of  
Form A Application and Adequacy of Access from Frontage*

*Note: Application shall include all information required for Endorsement of Plan Believed Not to Require Approval under the Subdivision Control Law. An Application that lacks required information may be rejected by the Planning Board as being an incomplete submission and will not be acted on until the required information is submitted and the application reviewed again for completeness, or a new application is submitted with all required information. The statutory 21 day period for action on an ANR Plan will be extended by the time between date of determination of incomplete application until date when Board determines application is complete.*

Applicant's Name: \_\_\_\_\_

Property Location: \_\_\_\_\_

Required Submission and Contents:

\_\_\_\_\_ Five Copies of Plan including:

\_\_\_\_\_ Locus Map showing entire property in reference to roads areas within ¼ mile (scale of locus map not smaller than one inch equal to 1000 feet).

\_\_\_\_\_ Zoning District Boundaries on locus map and property plan.

\_\_\_\_\_ Property name, boundaries, North point, date, scale, legend

\_\_\_\_\_ Names of the record owner, applicant, and the land surveyor.

\_\_\_\_\_ Names of all abutters as determined from the most recent tax list.

\_\_\_\_\_ Names and widths of adjacent streets.

\_\_\_\_\_ Two copies of Application Form A, signed by Applicant and Record Owner, including applicant's basis for request of determination that the plan does not create a subdivision and that adequate access is provided to each lot from a way that itself is adequate for access.

\_\_\_\_\_ Application Filing Fee in the amount of \$\_\_\_\_\_.

\_\_\_\_ Note on Plan: “Planning Board endorsement does not imply that the lots or parcels shown hereon are building lots, nor that they comply with zoning bylaws, wetlands regulations, Title 5, or other local, state or federal regulations.”

Planning Board determination of ANR Endorsement:

In determining whether a plan is entitled to be endorsed “Approval Under Subdivision Control Law Not Required,” the Planning Board should ask the following questions and the applicant should provide sufficient information for the board’s determination of the following:

1. Do the proposed lots shown on the plan have frontage on one of the following types of ways?	
a. A public way? or	Y/N
b. A way which the municipal clerk certifies (in writing) is maintained and used as a public way? or	Y/N
c. A way shown on a plan which has been previously approved in accordance with the Subdivision Control Law (i.e., a way approved by a Definitive Subdivision)? or	Y/N
d. A way in existence when the Subdivision Control Law took effect in the Town of Lee (June 25, 1956), which in the opinion of the Planning Board is suitable for the proposed use of the lots.	Y/N
2. Do each of the proposed lots shown on the plan meet the minimum frontage requirements?	Y/N
3. Can each lot access onto the way from the frontage shown on the plan?	Y/N
4. Does the way on which the proposed lots front provide adequate access?	Y/N
5. Does each lot have practical access from the way to a buildable portion of the lot?	Y/N

Note:

A plan may show one or more parcels that are not building lots that do not conform to one or more of the above tests provided each such parcel is clearly labeled that it is “Not a Separate Building Lot” or similar notation.